

## ECLASS Glossary

**Agency length of service** is the time an employee serves within a specific organization or agency. Information on employee length of service covers each employee's most recent employment with the agency and does not include any service prior to a break in service with the State.

**Compa-ratio** is an average ratio showing the relationship between an actual pay rate (numerator) and the midpoint or some other control point for the respective pay range (denominator). Compa-ratios are used primarily to compare an individual's rate of pay to the **mid-point or control point** of the range. A compa-ratio may be calculated for a job class title, a group of people, or a department.

**Employee types** include the following:

- **Classified** positions are positions that are subject to the State's Position Classification Plan.
- **Exempt** positions are excluded from the State's Position Classification Plan and are listed in the General Appropriations Act. Those positions have titles such as executive director.
- **Unclassified** positions are not subject to the State's Position Classification Plan. Examples include teachers in state schools or elected officials.

**Equal Employment Opportunity (EEO) categories** are defined by and reported to the Office of the Comptroller of Public Accounts and include the following: administrative support, elected officials, elected officials' staff, officials and administrators, paraprofessional, professionals, protective service workers, service-maintenance, skilled craft workers, and technicians.

For information regarding annual reporting see the Comptrollers Office web site at <https://fmxcpa.state.tx.us/fmx/payper/annrpt/index.php#update>.

**Fair Labor Standards Act (FLSA)** establishes minimum wage, overtime pay, recordkeeping, and child labor standards that affect workers in both the private and public sector. The **FLSA designations** are **FLSA exempt** and **FLSA nonexempt**. Employees who are subject to the FLSA minimum wage and overtime requirements are considered to be FLSA nonexempt. Employees who are exempted from the FLSA minimum wage and overtime requirements are considered to be FLSA exempt. Agencies are responsible for determining appropriate FLSA designations.

For further information, see the U. S. Department of Labor's Fact Sheet #17A: Exemption for Executive, Administrative, Professional, Computer & Outside Sales Employees Under the Fair Labor Standards Act (FLSA) at: [http://www.dol.gov/whd/regs/compliance/fairpay/fs17a\\_overview.pdf](http://www.dol.gov/whd/regs/compliance/fairpay/fs17a_overview.pdf)

**Fiscal year** is a 12-month period. For the State of Texas, the fiscal year begins on September 1 and ends on August 31. For example, fiscal year 2013 begins on September 1, 2012, and ends on August 31, 2013.

**Interagency transfers** occur when employees transfer to other agencies or higher education institutions. Interagency transfers are excluded from the calculation of the statewide turnover rate because employees who transfer to other state agencies and higher education institutions are not considered a loss to the State as a whole. However, in determining turnover rates by agency, interagency transfers are included because they are considered a loss for an agency.

**Involuntary separation** occurs when employment with the State ends at the direction of an employer or for reasons beyond an employee's control. Examples include dismissal for cause, resignation in lieu of separation, reduction in force, death, and termination at will.

**Job classification series** is a hierarchical structure of jobs arranged into job classification titles involving work of the same nature but requiring different levels of responsibility. This may include entry-, journey-, or senior-level positions.

**Job classification title** is a individual job within a job classification series. Each job classification has a corresponding salary group assignment that is appropriate for the type and level of work being performed.

For further information on job descriptions, see:

<http://hr.sao.texas.gov/Compensation/JobDescriptions.aspx>

**Median** is the "middle" value. For example, if salaries were listed from lowest to highest, the median would be the salary in the middle. The U. S. Bureau of Labor Statistics defines the median wage as "the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more than the median." The median is the center of a range of numbers, though not necessarily equally distant from the top and bottom numbers.

**Occupational category** is a broad series of job families characterized by the nature of work performed. Examples of occupational categories include Legal, Maintenance, or Medical and Health.

**Range penetration** is the percent of employees above the mid-point of a salary range and the percent of employees below the mid-point of a salary range in the State's Position Classification Plan.

**Salary range** is the range of pay that has been established to be paid to employees performing a particular job or function. Salary ranges have a **minimum** pay rate and a **maximum** pay rate. The **midpoint** is the pay rate that is midway between the minimum and the maximum of the salary range.

The State has **three salary schedules** that cover all positions classified in the State's Position Classification Plan (Plan). Each job classification in the Plan corresponds to a salary schedule that provides the minimum, midpoint, and maximum salary rates. Those salary schedules are established by the Legislature in the General Appropriations Act. The salary schedules are:

**Salary Schedule A** - Administrative support, maintenance, technical, and paraprofessional positions.

**Salary Schedule B** - Primarily professional and managerial positions.

**Salary Schedule C** - Commissioned law enforcement positions.

For further information on salary schedules, see:

<http://hr.sao.texas.gov/Compensation/schedules.html>

**State length of service** is the total time an employee serves as a full-time, part-time, or temporary employee of the State (state length of services includes time at both state agencies and higher education institutions).

**Turnover rate** is the percentage of employees who left their agency and/or the State during a particular fiscal year. The State Auditor's Office calculates turnover by dividing the number of employee separations during a fiscal year by the average number of employees during the fiscal year, then multiplying by 100. The "**average number of employees**" is calculated by totaling the number of employees (defined as employees who worked at any time during a quarter) for each quarter of a fiscal year and then dividing that total by four. The State Auditor's Office report on employee turnover includes only full-time and part-time classified employees.